

***School Safety and Security Best Practices With Their Associated Indicators  
Goals (A, B, C . . .), Best Practices (1, 2, 3 . . .), and Indicators (a, b, c . . .)***

<b><i>SCHOOL SAFETY AND SECURITY</i></b>						
<b><i>Goals, Best Practices, Indicators</i></b>	<b><i>Yes</i></b>	<b><i>No</i></b>	<b><i>N/A</i></b>	<b><i>Explanation/ Documentation</i></b>	<b><i>Corrective Action</i></b>	<b><i>Fiscal Impact and Timeline</i></b>
<b><i>Goal A:</i></b> The school district ensures that its safety and security program has clear direction and is effective at meeting its intended purpose in a cost-efficient manner.		<b><u>no</u></b>		<b><u>Indicators and Best Practices are not being met</u></b>	<b><u>Develop a safety subcommittee to address each indicator of each best practice</u></b>	<b><u>Develop a budget for 02-03 for safety; utilize the district's safety to life funds for expenses in best practice development. Timeline is 2-3 years for completion</u></b>
<b>1. The district has established and implemented accountability mechanisms to ensure the performance, efficiency, and effectiveness of the safety and security program.</b>		No		There are no established accountability mechanisms in place	Respond to indicators a-f using the district safety committee	2-3 year timeline using established safety budget; recommend \$3,000 in the 02-03 budget
<b>2. The district regularly reviews the organizational structure and staffing levels of the safety and security program and minimizes administrative layers and processes.</b>		No		All indicators have a "no" response	Implement strategies to meet indicators a-f for this best practice	Use the proposed district safety budget; begin 02-03 school year

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***SCHOOL SAFETY AND SECURITY***

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<b><i>Goal B: The school district has comprehensive plans and procedures to ensure the safety and security of students and employees.</i></b>	<u>Yes</u>			<u>The district meets or exceeds over half the indicators for this Goal B</u>	<u>The district needs to address all the indicators for all the best practices and meet or exceed them</u>	<u>Use the annual proposed safety budget; Begin addressing all indicators with the development of the district safety plan in 02-03 and refine the plan over the 03-04 school year.</u>
<b>1. The district has implemented a school safety plan that includes district-wide emergency and safety procedures and identifies those responsible for them.</b>	Yes			The district meets over half the indicators	The district will review the strategies of each indicator and implement practices that will meet the indicator	Include strategies to develop the district safety plan using the proposed budget for 02-03; Safety Plan will be completed at the end of the 0-2-03 school year but reviewed and updated annually
<b>2. The district has developed a checklist for each educational facility that provides step-by-step emergency procedures.</b>		No		The majority of the indicators are not being met in this best practice	Address the indicators and meet the strategies provided for each indicator	Use the proposed budget; Checklists etc. placed in the plan during the 02-03 school term
<b>3. The district develops and maintains its school safety plan and emergency response procedures with stakeholder input.</b>		No		The majority of the indicators are not met	Involve the stakeholders in the final development of the district safety plan through the school advisory councils and Board workshops;	Spring 03 final approval of the district safety plan; Use the proposed budget
<b>4. The district provides emergency response agencies with floor plans and blueprints as appropriate.</b>		Yes		Plans have been submitted to the sheriff, emergency management, and fire department	None presently	None

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<b>5. The district and each school regularly practice emergency responses based on potential hazards at each site.</b>	Yes			Yearly fire, tornado and bus evacuation drills	None	No fiscal impact; Fire drills are throughout the year; bus evacuation drills at the beginning of each semester and tornado drills a minimum of once per year
<b>6. The district's Master Plan for In-Service Training identifies district and school personnel who need safety training and provides an appropriate level of safety training for all personnel.</b>		No		The district is not matching the majority of the indicators	Address the indicators	During the 02-03 using the proposed budget
<b><u>Goal C:</u> The school district has developed a clearly written code of student conduct and communicated with students and parents.</b>	<u>Yes</u>			<u>The district meets the majority of the indicators for this goal</u>	<u>Address those indicators not met and strengthen those already being met</u>	<u>Plan during the 02-03 school year; Use the proposed budget for funding where needed</u>
<b>1. The district and each school have established disciplinary policies and a code of student conduct that are well-defined.</b>	Yes			Student handbooks	Continue upgrading student handbooks annually	Prepare handbooks for printing and Board approval during Spring annually
<b>2. The district revises its code of student conduct and informs all stakeholders as to the final product</b>	Yes			The district is matching the indicators for this best practice	Continue district practices with annual reviews	Ongoing; Funded through the operation budget

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<b><i>Goal D: The school district identifies, minimizes, and protects others from disruptive and/or violent student behavior.</i></b>	Yes			The district is meeting more than half of the indicators for this goal	Yearly reviews of code, school experience and records; Review the school report and compare to the past and other districts	None; Yearly reviews
<b>1. Each school has a system in place to identify the early warning signs of student violence.</b>	Yes			Three of the five indicators are being matched	All the indicators need to be addressed	Begin reviewing indicators 02-03 with inclusion in the district safety plan and school level practices by 03-04
<b>2. The district identifies and implements parent and community outreach strategies to promote safety in the home and community.</b>	Yes			The district meets the majority of the indicators	Meet the several indicators that are not met by the district	02-03 school term with the development of the District Safety Plan; Use the proposed budget
<b>3. The district conducts a hazards analysis to determine the potential safety and security issues facing each school.</b>	Yes			The majority of the indicators are being addressed by the district	Continue to address indicators and focus on those not being met	Begin Spring 02 with district safety plan; Continue 02-03 using the proposed safety budget
<b>4. Based on the needs identified in the school hazards analysis, the district implements appropriate violence and drug prevention programs for each school.</b>	Yes			The district meets three our of the four indicators	Continue to address all indicators and focus on the one not being met	Annual reports; focus on indicator d. beginning in the 02-03 school year
<b>5. The district has crime watch and school safety hotlines available in all schools.</b>	Yes			Phone line connected to the district's sheriff department representative	None; Provide more advertisement for the hotline for parents and students for awareness	Continue to fund the line through the school budget using safe schools funding
<b>6. The school board adopts curricula and programs aimed at protecting students, teachers, bus operators, administrators, and school personnel.</b>		No		Not enough indicators are addressed by the district	Address all the indicators and adopt and implement those appropriate for the district	02-03 school year; Use proposed safety, SAC , Safe Schools or safe and drug-free grant funds to address the indicators

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<b><i>Goal E: Educational facilities and equipment are safe and in good working condition.</i></b>	Yes			The district meets most of the indicators listed	Focus on indicators that are not met or met completely; Develop strategies to meet indicators; Include strategies and procedures in the district safety plan	Review during the 02-03 school year and include strategies in 02-03 planning; Use safety funding from budget
<b>1. The district conducts an annual review of all relevant health and safety issues for each educational facility.<sup>1</sup></b>	Yes			Annual fire and safety report	Continue to prioritize and correct those deficiencies cited by the report	Annually using PECO budget
<b>2. The district designs educational facilities and sites to enhance security and reduce vandalism through the use of “safe school design” principles.</b>	Yes			The district meets most of the indicators	Continue to meet indicators and focus on those that are not being met or met weakly	Secure grants where PECO dollars and the district operating budget will not fund all needs
<b>3. The district has procedures that govern access to each educational facility and its students and access is limited to authorized students and visitors.</b>		No		High school has several openings during the school day; Elementary school has many possible openings that could be penetrated during the school day;	Review security openings and the need for closing them off to would be violators; Presently planning for first security system to be installed.	Begin review 02-03 and develop recommendations for any deficiencies noted; Use existing proposed budgets as needed
<b>4. The district ensures that playgrounds are properly constructed, maintained, and supervised so as to reduce the risk of injury.</b>	Yes	No		The district is in the process of bringing playgrounds up-to-date for safety and to met requirements	Follow-up on new playground purchase for 1-6 and provide ADA accessibility for the KG playground	\$30,000 from PECO funds to replace insufficient playground equipment for grades 1-6; \$3-4,000 to complete the KG playground; During the 01-02 school year

<sup>1</sup> Conducting this self-assessment as required in s. 985.401, F.S., does not meet the requirements of this practice.

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<b>5. Each educational facility has appropriate equipment to protect the safety and security of property and records.</b>	Yes			Professional locksmith keyed the buildings; Fireproof rooms, safes and filing cabinets present	None presently; Review security system annually	Annual and ongoing; PECO funding as needed
<b>6. The district provides appropriate safety equipment and information to prevent injuries to students and others.</b>	Yes			75% of the strategies are being met	Improve documentation of training	Place in the district safety manual during the 02-03 year procedures used for documentation of safety training; begin checking all worksites to see that documentation is in place.
<b>7. The district follows environmental and food safety health practices and regulations.</b>	Yes			Annual health department inspections	Make corrections as indicated in health department reports	Annual reviews and reports; State reimburses the district for health reports for cafeterias

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<b><i>Goal F: The district takes steps to ensure the safety and security of students and staff during transportation.</i></b>	Yes			The district meets and addresses the majority of the indicators for this goal	Address those indicators not being addressed; Strengthen district practices in other indicators	Annual training provided to all transportation staff; Provide annual training for students by transportation staff and at the school levels
<b>1. The district has procedures to create safe and orderly process for students arriving at or leaving each school campus.<sup>2</sup></b>	Yes			Evidenced by daily transportation of students and department of education reviews	Continue to improve safe transportation of students within the district; Refine and make available the safety plan for staff and parents	Annual review of the transportation safety plan; Include funding for changes in the operating budget for transportation
<b>2. The district has implemented policies, procedures, and practices that ensure the safety of transported students.</b>	Yes			Meeting indicators	None	Annual review; Annual budget
<b>3. School buses, including buses operated by schools, charter schools, and contractors, are inspected and maintained in accordance with states laws and state Department of Education rules.</b>	Yes			20 day inspection records	None	Inspections completed every 20 days for all vehicles; Repairs from the transportation budget

<sup>2</sup> Refer to s. 234.0215, F.S., and Rules 6-2.001 and 6-3.017(2)(e)2.b., F.A.C.

SAFE PASSAGE ACT  
GLADES COUNTY SCHOOL DISTRICT SELF-ASSESSMENT

2002 REPORT FINDINGS

RECOMMENDATION: Identify a district-level position responsible for coordinating all safety and security functions.

FINDING 1: The district needs to put in place accountability mechanisms to insure the performance, efficiency and effectiveness of the safety and security program. This can be accomplished through the development of a comprehensive district safety manual. This manual should include clearly stated goals and outcome-based, measurable objectives for the program.

FINDING 2: The district needs to identify funding sources for safety and security initiatives. The district should provide an annual budget dedicated to the self-assessment and annual report as well as drawing upon other resources such as the safety-to-life funds, Safe and Drug-Free grant and school safety dollars. Funding expenditures should address major aspects of the program's purpose.

FINDING 3: Develop a semi-annual review and end of the year annual assessment report and include it with the annual fire/safety report.

RECOMMENDATION: The district should put in place a strategy to review regularly the organizational structure and staffing levels of the safety and security program.

FINDING 1: Create an organizational flow chart for those positions responsible for coordinating safety and security functions.

FINDING 2: List the staffing and responsibilities during crises responses, establishing definite lines of authority and control.

FINDING 3: Provide an instrument for district staff and the community to provide feedback to the district for safety and security issues in the district.

FINDING 4: Annually compare the district's plan with the department of education's safety benchmarks.

RECOMMENDATION: Provide in the district safety manual comprehensive plans and procedures ensuring safety and security for students and employees.

FINDING 1: Insure school improvements address the safety component with measurable objectives.

FINDING 2: Include a component in the principals' evaluation that demonstrates their monitoring and evaluating the implementation of the safety and security plan at the school level.

FINDING 3: Outline the roles and responsibilities of the school personnel for restoring and maintaining a safe, secure and orderly school environment.

FINDING 4: Outline the roles and responsibilities of the transportation staff for restoring and maintaining a safe, secure and orderly bus environment.

FINDING 5: List the mechanisms for identifying students at risk for engaging in disruptive and disorderly behavior.

FINDING 6: Outline arrangement for the district to work with local emergency officials for security at school sponsored activities.

FINDING 7: Provide a process to inform and instruct parents and the local community how to respond in an emergency situation.

RECOMMENDATION: The district should provide checklists for step-by-step response to emergency procedures.

FINDING 1: Provide checklists that explain step-by-step procedures for offices and classrooms pertaining to the following emergency situations:

- weapons-use and hostage situations'
- hazardous materials and toxic chemical spills
- weather emergencies (storms, tornadoes and hurricanes)
- exposure as a result of manmade emergencies

FINDING 2: Outline a definite plan for attacks against the school with specific recommended responses.

FINDING 3: Outline procedures to respond the need to contact all schools simultaneously.

FINDING 4: Develop a media response plan that also can be used to contact parents complete with staging areas and guidelines on how to respond to the media and parents.

FINDING 5: Include with the checklists emergency contact numbers and recommendations for backup communications with faculty, support personnel and emergency agencies.

FINDING 6: Develop a checklist for procedures involving evacuations including transportation and the involvement of the fire departments and emergency agencies.

FINDING 7: Establish crisis management teams throughout the district to respond to people's reactions and needs during and after the emergency.

RECOMMENDATION: The district is to involve stakeholder input for the development and maintenance of the school safety plan.

FINDING 1: Stakeholder included in the development and maintenance of the school district safety plan should include parents, community representatives, emergency agencies, teachers, staff and students.

FINDING 2: The safety plan should be shared with the school advisory councils, principals, teachers and other support personnel as well as the unions and public. Privileged information should be identified and restricted to the public.

RECOMMENDATION: Provide necessary information such as blueprints and floor plans with emergency agencies.

FINDING: The district provides floor plans with the sheriff's, fire and emergency management departments and make blueprints available when possible.

RECOMMENDATION: The district should ensure that emergency responses are practiced.

FINDING 1: The district routinely practices for fires, tornadoes and transportation emergencies with evacuation drills.

FINDING 2: The district should explore practice drills for other types of emergencies such as hostage situations, bomb threats and terrorist attacks.

RECOMMENATION: Inservice and staff development for safety and security needs to be included in the district Master Inservice Plan.

FINDING 1: A written checklist or procedure for identifying those personnel requiring safety training and methods of documenting that training needs to be established.

FINDING 2: Required training should be a part of the Master Inservice Plan for all departments in the district.

FINDING 3: The district should ensure that adequate and proper equipment and supplies are provided to personnel.

FINDING 4: The district should call upon the resources from the department of education, the Partnership for School Safety and Security and other appropriate organizations to assist in the development of the district's safety manual, inservice training and annual assessment

RECOMMENDATION: The district should strengthen the existing student code of conduct and clearly communicate it to students and parents.

FINDING 1: The district complies with the best practice of annually revising its code of student conduct and effectively communicating it to the students and parents.

FINDING 2: The district cooperates with local law enforcement agencies and enforces the zero tolerance policies.

FINDING 3: Teachers and staff are made aware by the district the standards for use of reasonable force by school personnel in compliance with state laws.

FINDING 4: Both schools provide alternative environments for students who are regularly dismissed from their classrooms.

FINDING 5: Anti-harassment and anti-violence policies and due process rights are in place and communicated annually throughout the district.

FINDING 6: The district should define the procedures and guidelines to be used by the administration and staff regarding interviews of students by agencies outside the school district.

FINDING 7: The district has in place proper accommodations for students, staff and the public with disabilities.

FINDING 8: The district should continue to remove any barriers indicated by ADA surveys as resources permit.

RECOMMENDATION: The district should continue to identify, protect and minimize disruptive and/or violent student behavior.

FINDING 1: Training with documented participation should be provided by the district for selected staff to identify primary warning signs for violence in the schools.

FINDING 2: The district should develop a structured plan for personnel to follow in requesting assistance with students who exhibit early warning signs of violence.

FINDING 3: The district provides and has procedures in place to provide training professionals and proper support personnel when needed by the district.

FINDING 4: Structured lists with necessary data should be prepared and placed in the District Safety Plan as well as made available to all proper staff.

RECOMMENDATION: The district should continue to meet with committees involved with the Department of Juvenile Justice and strengthen the local committee.

FINDING 1: The district is proactive within the community outreach through participation in the local and regional juvenile justice meetings, the community traffic safety team, meetings, contact with local media with announcements and attendance at local community-based meetings.

FINDING 2: The district has an active Safe and Drug-Free Committee that also includes the district safety committee.

RECOMMENDATION: The district should provide open communication lines for students and the community to contact the district with safety and security concerns.

FINDING 1: A district hotline is in place but rarely used. This availability needs to be communicated to the public and students with encouragement to use it when necessary.

FINDING 2: The district has no crime watch in place. Other such practices should be observed and reviewed by the district for future consideration.

FINDING 3: The student/parent handbook is the major way information is passed from the school to the home. Other ways that can increase communication should be explored.

RECOMMENDATION: The district includes safety and health education in the curriculum. Documentation of how much and what areas are covered needs to be in evidence.

FINDING 1: The district needs to determine how much safety and health instruction is provided students and document at what levels and how much is being covered in the delivery of instructional services.

FINDING 2: Students are included in a limited amount of planning and implementation of violence prevention programs. Students are an active part of the Safe and Drug-Free Committee.

FINDING 3: The district has a dress code in place at all levels.

FINDING 4: The district conducts an annual fire/safety inspection with an outside professional performing the task.

FINDING 5: From the fire/safety report the district generates a work plan for the schools, maintenance and administration to reduce those areas cited by the report.

FINDING 6: The Board at a regular public meeting acknowledges the annual fire/safety report and addresses any concerns derived from the report.

RECOMMENDATION: The district should plan all future construction with safety and security as a priority in the planning.

FINDING 1: The district follows SREF (State Requirements for Educational Facilities) and now the state building code in all construction projects over \$200,000.

FINDING 2: The district should incorporate CPTED (Crime Prevention Through Environmental Design) principles in future construction projects.

FINDING 3: The district plans for security with fencing and lighting considerations throughout the district. Buildings are keyed appropriately to increase security

RECOMMENDATION: The district needs to govern and reduce access points into the facilities where necessary.

FINDING 1: Consideration should be directed toward several access points at Moore Haven Jr-Sr High School and Moore Haven Elementary School.

FINDING 2: Both schools have well identified central points to receive visitors, have clear policies in regard to release of students and secure buildings when unoccupied.

FINDING 3: The district should consider the use of security devices or electronics for additional security.

RECOMMENDATION: The district should continue to ensure that facilities properly maintained and supervised for safety and security.

FINDING 1: Playgrounds and athletic buildings and field are inspected with deficiencies corrected as resources allow.

FINDING 2: Playgrounds and athletic practices are properly supervised on a regular basis throughout the year.

RECOMMENDATION: The district needs to establish a method of protecting records and property.

FINDING 1: Buildings are properly keyed but elementary classrooms still need individual locks to secure rooms.

FINDING 2: The district has no method on insuring the security of records during emergency and disaster situations.

RECOMMENDATION: The district should annually review safety equipment throughout the district, assessing needs. The review should also include the training of staff and students in the use of equipment and tools.

FINDING 1: Fire extinguishers and fire alarms are checked annually. First aid kits and body fluid cleanup kits are made available appropriately throughout the district. Nurses are in position at both schools.

FINDING 2: All athletic activities include the use of protective equipment in compliance with FHSAA requirements.

RECOMMENDATION: The district should continue to ensure that safety is maintained in food service, transportation, student arrival and departures.

FINDING 1: In transportation, the district needs to develop a control process to review inspections periodically.

FINDING 2: The district provides for safe transportation, properly equipped and inspected school buses and responds appropriately to accidents or transportation incidents. Safety is a priority in establishing stops and routes. All personnel are properly trained and licensed. Students are trained in proper riding practices and practice evacuations twice per year.

FINDING 3: A safe driver plan is in place and the district has submitted a school safety transportation plan to the department of education.

FINDING 4: The district follows all appropriate food safety and health practices and regulations. The district complies with all appropriate federal and state requirements for facility safety.